



**FEDERAL BUREAU OF INVESTIGATION**

**CLYDE A. TOLSON**

**PART 3 OF 10**

**BUFILE: 67-9524**

DESCRIPTION OF FOLLOWING FILE MATERIAL

TOLSON, CLYDE A.

67-9524

Part III

67-9524  
contains a  
combined total  
of 1240 pages.

XXXXXX  
XXXXXX  
XXXXXX

331 pages

XXXXXXXXXXXXXXXXXXXXX  
X NO DUPLICATION FEE X  
X FOR THIS PAGE X  
XXXXXXXXXXXXXXXXXXXXX

CLOSED SECTION

*Section 3*

SAA:JWA:RFA:dab

Mr. Tolson	
Mr. Boardman	
Mr. Nichols	
Mr. Belmont	
Mr. Mohr	
Mr. DeLoach	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

Honorable John W. Macy, Jr.  
Executive Secretary  
Distinguished Civilian Service Awards Board  
United States Civil Service Commission  
Washington, D. C.

Dear Mr. Macy:

This refers to your letter dated January 5, 1965 requesting nominations for the President's Award for Distinguished Federal Civilian Service.

I have the honor of nominating Mr. Clyde A. Tolson, Associate Director, Federal Bureau of Investigation for this award. Mr. Tolson, in my judgment, is an outstanding candidate, based on a long and distinguished public career.

The attached material in support of the nomination is submitted for the Board's consideration.

Sincerely,

*Nicholas B. Katzenbach*

~~cc: Attorney General~~

✓ Federal Bureau of  
Investigation

Attorney General

NOV 2 10 21 AM '62

REC'D - CIVIL DIV.  
2

REC-143

3-104



March 1, 1965

Mr. Tolson ✓  
Mr. Belmont ✓  
Mr. Mohr ✓  
Mr. DeLoach ✓  
Mr. Casper ✓  
Mr. Callahan ✓  
Mr. Conrad ✓  
Mr. Felt ✓  
Mr. Gale ✓  
Mr. Rosen ✓  
Mr. Sullivan ✓  
Mr. Tavel ✓  
Mr. Trotter ✓  
Tele. Room ✓  
Miss Holmes ✓  
Miss Gandy ✓

MR. MOHR:

While at the White House on Saturday afternoon, 2/27/65, I talked at some length with John Macy, Chairman of the Civil Service Commission. Macy is also Executive Secretary of the Presidential Board which makes recommendations concerning awards for distinguished Federal civilians in Government service.

I told Macy that Associate Director Clyde Tolson had been recommended by Mr. Hoover to receive this award in 1963. I mentioned that for reasons which I felt certain that he was aware of, the Department of Justice had failed to forward Mr. Hoover's recommendation to the White House at that time. I told him that while I felt that Attorney General Katzenbach would this time forward the Director's recommendation to the White House, at the same time I wanted to make certain that the Executive Secretary of this Presidential Board knew of the FBI's intense feeling that Mr. Tolson should receive this award.

I told Macy that Mr. Tolson was one of the sharpest and most dependable Federal employees in Government service. I mentioned his long years of work and the fact that he was of great support to the Director.

Macy told me that he was well aware of Mr. Tolson's background and that he certainly thought that Mr. Tolson was a very excellent candidate for an award. I told Macy that the President was also very well aware of Mr. Tolson's background and that as a matter of fact the President knew Mr. Tolson personally and considered him a personal friend. Macy stated he didn't know of this fact but was glad to hear it. He stated this, of course, would add weight to the decision. I told Macy that I did not, of course, intend to go over his head; however, I wanted him to know that I was going to speak to the President personally about this matter. Macy indicated that this would be perfectly all right and would probably assist him in confirming an award for Mr. Tolson.

REC-143

I mentioned to Macy that I would bring over to him one day this week a brochure on Mr. Tolson which fully outlines his capabilities and deserving talents for the award in question.

RESPECTFULLY,

C. D. DE LOACH

CDD:dgs (2)

3476

UNITED STATES GOVERNMENT

# Memorandum

DEPARTMENT OF JUSTICE

TO : Mr. J. Edgar Hoover  
Director, FBI

DATE: February 27, 1965

FROM : Nicholas deB. Katzenbach  
The Attorney General

SUBJECT:

Thank you for your memorandum of February 24, 1965, submitting the name of Associate Director Clyde A. Tolson as a candidate for the President's Award for Distinguished Federal Civilian Service. Although the recommendation will have to be considered with others made in the Department, I certainly think this is an excellent idea and will advise you as soon as it is possible to make a decision on the Department's nominees.

~~EXP. PROC.~~

MAR 1 1965

lk 6/16/65

REC-143

67-1524-416X3

2 JUN 17 1965

3-124

February 26, 1965

Mr. Tolson	
Mr. DeLoach	
Mr. Mohr	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

MEMORANDUM FOR THE DIRECTOR

RE: PRESIDENT'S AWARD FOR DISTINGUISHED  
FEDERAL CIVILIAN SERVICE

Clyde A. Tolson

Yesterday you approved and sent to the Attorney General appropriate material to nominate Mr. Tolson for captioned award and indicated you would personally speak to the Attorney General concerning the nomination.

In order to be certain that this nomination does not get sidetracked, Mr. DeLoach will, with your permission, take a copy of the nomination to the White House and at an appropriate time call it to the personal attention of the President.

J. P. MOHR

*JPM*

*ok.*  
*J*

JPM:crt  
(2)

REC-143

67-9324-4162	
Searched	Numbered
2 JUN 17 1965	

2. JUN 17 1965

3-102

1

*Wm* ✓

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

2/24/65

MEMORANDUM FOR THE DIRECTOR

I would appreciate it if this  
were not sent forward.

*✓*  
Clyde Tolson

CT:LCB

*I have sent it  
forward.*

*3/1/65*

UNITED STATES GOVERNMENT

# Memorandum

Tolson ☒  
 Belmont ☒  
 Mohr ☒  
 DeLoach ☒  
 Casper ☒  
 Callahan ☒  
 Felt ☐  
 Gale ☐  
 Rosen ☐  
 Sullivan ☐  
 Tavel ☐  
 Trotter ☐  
 Tele. Room ☐  
 Holmes ☐  
 Gandy ☐

TO : **The Director**

DATE: 2-24-65

FROM : J. P. Mohr

SUBJECT: PRESIDENT'S AWARD FOR DISTINGUISHED  
FEDERAL CIVILIAN SERVICE

Captioned Award is the one for which you instructed Mr. Tolson be nominated this year. This Award represents the highest honor available to civilian career employees of the Federal Government and five such Awards are given each year. Nominations are submitted through heads of departments to the Executive Secretary of a six-man Presidential Board designated by the President to make recommendations to him for final Awards. Mr. John W. Macy, Jr., Chairman of the Civil Service Commission, is the current Executive Secretary; however, other members of the Board are not known.

The proposed nomination for Mr. Tolson has been prepared in accordance with instructions received from the Department. The deadline for submission is March 1, 1965. Seven copies have been prepared for transmittal to the Department as required.

You may recall we submitted a similar nomination in 1963 which received no action and as best we can determine was not submitted to the Presidential Board by former Attorney General Robert F. Kennedy. Although the instructions indicate nominations should be forwarded to the office of S. A. Andretta, Assistant Attorney General for Administration, it is felt you would want this nomination sent directly to the Attorney General with a copy for Mr. Andretta. You may also desire to personally speak to the Attorney General on this matter.

Attached for your approval and transmittal to the Attorney General is a memorandum with supporting documents for the purpose of submitting Mr. Tolson's name as a candidate for nomination by the Attorney General as head of the Department of Justice to receive one of the President's Awards this year.

## Enclosures

RRB:crt

(5)

1 - Mr. Mohr

1 - Mr. DeLoach

1 - Mr. C. R. Davidson

# REC-142

3-10<sup>34</sup>

✓  
100-10  
The Attorney General

February 24, 1965

Director, FBI

**PRESIDENT'S AWARD FOR DISTINGUISHED  
FEDERAL CIVILIAN SERVICE**

Pursuant to the memorandum of January 28, 1965, addressed to heads of divisions, offices and bureaus by Mr. S. A. Andretta, Assistant Attorney General for Administration, I am hereby submitting the name of Clyde A. Tolson as a candidate for the President's Award for Distinguished Federal Civilian Service as provided by Executive Orders 10717 and 10879. This nomination is based on Mr. Tolson's long and distinguished career in serving the public interest as my top aide. His achievement is considered to be so outstanding that he merits greater public recognition than can be granted within this bureau.

I, of course, feel that Mr. Tolson is most deserving and wholeheartedly recommend that you consider submitting his nomination to the President's Board. I shall be pleased to supply additional copies of the attached material if needed.

Enclosures (7)

1 - Mr. S. A. Andretta  
Assistant Attorney General for Administration

1 - Mr. Mohr (Sent Direct)  
1 - Mr. DeLoach (Sent Direct)  
1 - Mr. C. R. Davidson (Sent Direct)

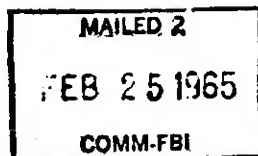
RRB:crt  
(8)

*100-10*

*msc*  
FEB 25 1965

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

Based on memorandum J. P. Mohr to the Director dated 2-24-65, RRB:crt.



*JPM*

MAIL ROOM ☐ TELETYPE UNIT ☐

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

January 28, 1965

Mr. Tolson ✓  
Mr. Belmont ✓  
Mr. Mohr ✓  
Mr. DeLoach ✓  
Mr. Casper ✓  
Mr. Callahan ✓  
Mr. Conrad ✓  
Mr. Felt ✓  
Mr. Gale ✓  
Mr. Rosen ✓  
Mr. Sullivan ✓  
Mr. Tavel ✓  
Mr. Trotter ✓  
Tele. Room ✓  
Miss Holmes ✓  
Miss Gandy ✓

MEMORANDUM TO HEADS OF DIVISIONS, OFFICES AND BUREAUS

SUBJECT: President's Award for Distinguished Federal Civilian Service

*Clyde A. Tolson*

The President's Award for Distinguished Federal Civilian Service represents the highest honor available to civilian career employees of the Federal Government. It is awarded each year by the President to not more than five employees for exceptional achievements of outstanding importance.

Attached are the criteria and instructions for submitting nominations this year. Please forward seven copies of each nomination to this office no later than March 1, 1965.

*1 - ANDRETTA at*  
S. A. Andretta  
Assistant Attorney General  
for Administration

*I want Tolson nominated for this.*

*REC-143*

67-9524-416X	
Searched	Indexed 39
2 MAR 17 1965	

*Mem. to the  
Director 2-24-65  
RFB - lft*

*3-10-65*

1965

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10717, as amended by Executive Order 10979, establishes the President's Award for Distinguished Federal Civilian Service and provides that generally not more than 5 such awards shall be made in any one year. The Order also created the Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

CRITERIA TO BE MET FOR NOMINATIONS

The award may be presented for the best achievements having current impact in improving government operations or serving the public interest. These achievements shall exemplify one or more of the following:

- (a) Imagination in developing creative solutions to problems in government; or
- (b) Courage in preserving against great odds and difficulties; or
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed.

Federal employees serving by presidential appointment in non-career positions are not eligible for the award.

WHO SHALL MAKE THE NOMINATIONS

Nominations are invited from the heads of the departments and agencies for exceptional achievements of employees of their own agency, or employees of other agencies when they have knowledge of such achievement.

WHEN SHALL NOMINATIONS BE MADE

By March 5, 1965

WHERE SHALL NOMINATIONS BE SENT

John W. Macy, Jr., Executive Secretary  
President's Distinguished Civilian Service Awards Board  
U. S. Civil Service Commission, Washington, D. C. 20415

-over-

67-9524-416X



## PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients.

## FORM AND CONTENT OF NOMINATIONS

1. Nominations shall be submitted in six copies so that each member of the Board may have a copy to review.
2. Each copy of each nomination shall be multilithed, xeroxed, mimeographed, or in original typing, single space on one side of 8"x10 $\frac{1}{2}$ " pages.
3. Each nomination shall contain the following information in the following order:
  - A. First page -- a brief biographical sketch, in itemized format, containing date and place of birth, significant educational background, significant employment record, and a specific statement of the type of current appointment.
  - B. Second page -- a proposed citation for the signature of the President. The proposed citation shall contain from 50 to 65 words in two-paragraph form, and shall highlight the significance of the individual's achievement.
  - C. Additional pages containing not more than 2500 words with topical headings as follows:
    - o Summary of Achievement - not more than one page.
    - o Additional Details - in non-technical language and illustrating how nominee was personally responsible.
    - o Benefits - the specific benefits in improving government operations or serving the public interest. Describe separately the tangible and the intangible.
    - o Personal Qualities - examples of personal qualities of the nominee which make his achievement possible.
  - D. A statement describing any other significant awards received by the nominee.
  - E. A photograph.
4. Each copy of a nomination shall be enclosed in a 9 $\frac{1}{4}$ "x11 $\frac{1}{2}$ " folder (Beaverite Folder, Style D-102, Federal Stock #44-52, or equivalent).
5. If desired, supporting or technical material may also be submitted as a supplement to the nomination. There is no limitation on the amount of such material that may be submitted. However, any supporting material should be submitted separately in bound form, rather than included with the material in the Beaverite folder.

NOTE: Departments and agencies are in no way restrained from making awards themselves to any employees who are being nominated for the President's Award.

THE ATTORNEY GENERAL  
WASHINGTON

September 2, 1964

*filed  
9-9  
1.*

Dear Clyde:

On my last day as Attorney General, I want to thank you for your excellent service to this Department during my tenure.

When we look back four years and see how much was needed to be done, and now how much has been accomplished, you can take great satisfaction in having made an important contribution to the country in a time of maximum need. President Kennedy would have wished to thank you for that--and for your loyalty.

I am proud to have served with you--and I am grateful for your friendship.

With kind regards,

Sincerely,

*RFK*

Robert F. Kennedy

*letter  
9-21*

Mr. Clyde A. Tolson  
Associate Director  
Federal Bureau of Investigation  
Department of Justice  
Washington, D. C.

9 524 - 416  
37  
SEP 10 1964  
*[Signature]*

A. S. MIKE MONRONEY  
OKLAHOMA

COMMITTEES:  
APPROPRIATIONS  
COMMERCE  
POST OFFICE AND CIVIL SERVICE

## United States Senate

WASHINGTON, D.C. 20510

July 9, 1964

Mr. Tolson	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. Casper	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. DeLoach	_____
Mr. Evans	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

The Honorable J. Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

My dear Mr. Hoover:

It was nice to have your hand-delivered letter of June 30th with reference to the executive pay level for Associate Director Clyde A. Tolson of the FBI.

It is my understanding that the Administration recommended the placement of the various grades. We may have done injustice to a number of most capable men, and hope that in our conference with the House some of these displacements can be adjusted.

REC-144

67-9524-415

35

I appreciate your kindness in notifying me of this matter and I will be glad to consider it when we take up the bill with Members of the House after the Republican convention.

Yours sincerely,

Mike Monroney

25 JUL 16 1964

EXP. PROC.

JUL 13 1964

40

500-1074

PERF. REC. UNIT

June 30, 1964

Honorable A. S. Mike McNaney  
United States Senate  
Washington, D. C. 20510

My dear Senator:

Over the past many years we in the FBI have been fortunate and privileged indeed in receiving your active support regarding a variety of problems associated with the discharge of our heavily increasing responsibilities. It is with this thought in mind that I now enlist your assistance in a matter which is of vital concern to me.

The pending pay increase legislation which has been reported by the Senate Committee on Post Office and Civil Service allocates Clyde A. Tolson, Associate Director of the FBI, to level four. I would be truly grateful for any consideration you may give which would place him in level three.

Associate Director Tolson has given a lifetime of effort to unselfish public service. He has had an enviable career and one which, through the years, has merited the confidence, respect, and esteem of the public. His dedicated service and personal sacrifices have played an outstanding role in bringing our country through one of its most perilous periods on the home front.

I make this personal request being fully acquainted with the many day-to-day responsibilities which fall upon the shoulders of Mr. Tolson. I do firmly believe that his distinguished career and personal dedication merit this recognition.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

APG:gt  
(3)

JUL 9 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

EX-104

REC-3

JUL 9 1964

RECEIVED-DIRECTOR

PERS. REC. UNIT

REC'D-READING ROOM  
FBI

JUN 30 3 28 PM '64

*Summary dictated  
7/1/64*

Honorable A. S. Mike Monroney

I will be most appreciative of any action you  
may see fit to afford this matter.

Sincerely,

11:30 AM

June 29, 1964

*Clyde A. O.*  
MEMORANDUM FOR MR. TOLSON

MR. MOHR

MR. DE LOACH

Senator Olin D. Johnston (D. of South Carolina) called, and he stated that in making out those salaries, he presumed I had noticed that he had changed a couple of them. I told him that I had and that it concerned me a little as he had cut Mr. Tolson down by \$500; that Mr. Tolson is my Associate Director. I told him he had taken care of the others fine and I appreciated it but I would like to see Mr. Tolson's salary at the level it would have been with the \$7,500 increase. Senator Johnston asked if Mr. Tolson was my first assistant and I told him he was my top man.

Senator Johnston said they will think about it and as I knew they were going to have to do some trading in conference and he thinks he can probably do it and he will try to remember it. He stated that in regard to the others getting the same, they had to adjust those to keep them from all being in the same category. I stated that as a matter of fact they were supervising the others.

I told Senator Johnston that I thought it got mixed up in the Department when Deputy Attorney General Katzenbach wrote to the Budget Bureau without any consultation with me. Senator Johnston stated that between him and me, Mr. Katzenbach does not know too much about the Government classifications and should not have been messing with it and should at least have asked me. I said it was not fair to the other men to do something like that, as they have been drawing these salaries and have these responsibilities and to change them without getting my views and that is why I appreciate his, Johnston's, interest. The Senator said he will try to think of this other and keep it in there. I told him if he can take care of it I would appreciate it.

Very truly yours,

J. E. H.

John Edgar Hoover

Director JUL 1 1964

SENT FROM D. O.	
TIME	4:40 P.M.
DATE	6/29/64
BY	____

1 - Miss Holmes

JEH:edm (7)  
MAIL ROOM TELETYPE UNIT ☐

PERS. REC

June 30, 1964

Honorable Frank Carlson  
United States Senate  
Washington, D. C. 20510

My dear Senator:

*Clyde A. Tolson*

For many years the FBI has been privileged to receive your most generous support regarding its ever-increasing obligations and responsibilities. All of us are indeed grateful to you. Your continuing interest has again prompted me to request your valued assistance in a matter of personal concern to me.

The pending pay increase legislation which has been reported by the Senate Committee on Post Office and Civil Service places Clyde A. Tolson, Associate Director of the FBI, in level four. I would be most appreciative of anything you may be able to do to place him in level three.

The prestige the FBI now enjoys is due in no small part to the distinguished career of Mr. Tolson. He is a devoted and dedicated public servant who has not been lured away by attractive business offers during his long tenure in office. He has been invaluable to me throughout the years because of his outstanding executive and administrative capabilities. Through his efforts and capacity for achievement the FBI, with its rigorously maintained standards of proficiency, has continued its pre-eminence as a model of efficient and sound administration.

APG:jlk  
(3)

REC-146

67-9524-414

Searched \_\_\_\_\_ Indexed \_\_\_\_\_

5 JUL 6 1964

12 JUL 2 1964

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

*PER. UNIT*  
*Mr. Tolson*  
*Mr. DeLoach*  
*Mr. Mohr*  
*Mr. Casper*  
*Mr. Callahan*  
*Mr. Conrad*  
*Mr. Evans*  
*Mr. Gale*  
*Mr. Rosen*  
*Mr. Sullivan*  
*Mr. Tavel*  
*Mr. Trotter*  
*Tele. Room*  
*Mr. Holmes*  
*Miss Gandy*

JUN 30 3 28 PM '64  
REC'D-READING ROOM  
FBI

*✓*  
*JUN 30 3 00 PM '64*  
*SPM*  
*P*

*✓*  
*1964*

Honorable Frank Carlson

I will be personally grateful for any effort you may see fit to expend in this regard.

Sincerely,





**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	4/28/64	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

Payment Received  
Special Agents Insurance Fund

APR 30 1964

J. Edgar Hoover, Director

*Clyde A. Tolson*  
Special Agent

REC-114

April 14, 1964

PERSONAL

Mr. Clyde A. Tolson  
Federal Bureau of Investigation  
Washington, D. C.

Dear Clyde:

I am very pleased to advise you that your performance during the period from April 1, 1963, to March 31, 1964, has been rated Outstanding. This rating has been approved by the Efficiency Awards Committee of the Department and the copy of the rating which is enclosed may be retained by you.

It is an added pleasure to advise that in recognition of your continued outstanding service to the Bureau I have approved an incentive award for you in the amount of \$500.00. The enclosed check for \$430.00 represents this award less withholding tax. You are certainly deserving of this special recognition and I hope it will serve as a reminder that your valuable assistance to the Bureau and to me is deeply appreciated.

Sincerely,

J. Edgar Hoover



Award #596-64

Enclosures (2)

1 - Miss Usilton (Sent Direct)

LRH:mah (4)

NOTE: Salutation per file

Based on memo Callahan-Director 3/23/64

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

READING ROOM  
APR 14 12 26 PM '64

*Handwritten initials and signatures*

UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : The Director

DATE: March 23, 1964

FROM : N. P. Callahan *np*

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

There is attached for approval an annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1963, to March 31, 1964, in which he is rated Outstanding.

It is respectfully suggested that your signature be affixed to both the original and the copy of the rating reflecting you as the Rating Official. The rating will be forwarded to Deputy Attorney General Nicholas deB. Katzenbach on April 1, 1964, for approval by the Efficiency Awards Committee of the Department, in accordance with the provisions of the Performance Rating Program.

When the rating has been approved by the Committee and returned to the Bureau, a copy will be directed to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a cash incentive award and it has been customary in the past to approve awards of \$500 for officials of Mr. Tolson's rank for Outstanding performance ratings. Incentive awards for Outstanding ratings are in accordance with provisions of the Incentive Awards Plan.

## RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding performance rating for Mr. Tolson and upon approval of the rating by the Efficiency Awards Committee of the Department he be approved for an incentive award of \$500.

*dit*  
Enclosures

RRB:crt  
(2)

REC-139

9524-413

23

*OK*

*approved by  
4/14  
letter dated 4/14  
ph*

*3-ph*

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: DIRECTOR'S OFFICE  
(Division) (Section, Unit)

Official Position Title: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1963 to MARCH 31, 1964

ADJECTIVE RATING: OUTSTANDING  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

Rated by: J. Edgar Hoover Director 4-1-64  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating Approved by: \_\_\_\_\_  
Signature Title Date

### TYPE OF REPORT

(☒) Official  
(☒) Annual

( ) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

9524-412

REC-132

23

70

3-11-64

**CLYDE A. TOLSON**  
**ASSOCIATE DIRECTOR**

As Associate Director, Mr. Tolson has the responsibility for many top-level decisions, as well as the control of numerous policies concerning the investigative, administrative and security operations of the FBI. This authority embraces all central headquarters functions and all field offices, both domestic and foreign. He also serves as the channel through which all important instructions come from the Director for implementation and execution. Mr. Tolson, as in the past, has discharged all his assignments superbly and merits the rating of Outstanding for the period April 1, 1963, to March 31, 1964.

Mr. Tolson is one of the finest administrators in Government service and the FBI has indeed profited from his keen intellect, unerring judgment and astute perception. He has been responsible in a great degree, through his exceptional knowledge of the Bureau's budgetary needs, for our reputation for economy of operations and as an agency which returns the maximum benefits to the taxpayer. The work of the Bureau has increased enormously due to the acute international situation; however, Mr. Tolson has assisted in the direction of our activities in such a superlative fashion that our obligations have been properly met in every instance. He has kept a firm hand on the tiller and the Bureau's course has not deviated from that of sound public service.

His value to the Bureau and to me, as Director, is immeasurable and his selfless devotion and dedication to the ideals and principles of the FBI set sterling examples for his associates. The rating of Outstanding is without question well deserved.



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print) <b>SA CLYDE A. TOLSON</b>	Date <b>1/21/64</b>	Office of Assignment (or SOG Division) <b>SOG</b>
--	------------------------	--

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female) <b>ESTATE</b>	Relationship
---	--------------

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
---	--------------

Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female) <b>ESTATE</b>	Relationship
---	--------------

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
---	--------------

Address

Very truly yours,

Payment Received  
Special Agents Insurance Fund

JAN 21 1964

1. Edgar Hoover, Director

*Clyde A. Tolson*  
Special Agent

**67-NOT RECORDED**  
**7 MAR 4 1964**

2-ecd

23

December 4, 1963

MEMORANDUM TO MR. TOLSON, Clyde A.

\*Executive Offices  
\*Administrative Div  
\*Training Div.  
\*Laboratory Div.  
\*Crime Records Div.  
\*Spec. Inves. Div.  
\*Inspection Div.  
\*General Inves. Div.  
\*Domestic Int. Div.  
\*Files and Comm. Div.  
\*Identification Div.

MR. BELMONT, Alan H.  
MR. MOHR, John P.  
MR. CASPER, Joseph J.  
MR. CALLAHAN, Nicholas P.  
MR. CONRAD, Ivan W.  
MR. DE LOACH, Cartha D.  
MR. EVANS, Courtney A.  
MR. GALE, James H.  
MR. ROSEN, Alex.  
MR. SULLIVAN, William C.  
MR. TAVEL, William S.  
MR. TROTTER, C. Lester  
MISS HOLMES, Edna M.

RE: COMMENDATION, NOVEMBER 25, 1963

I want you to convey my sincere appreciation to the personnel in your division who so graciously volunteered to work on November 25, 1963, in connection with the emergency occasioned by the assassination of the President.

Their devotion to duty and obvious desire to be of assistance and to protect the best interests of the Bureau during this trying time were of the highest caliber and a credit to them. Please extend to all my sincere and heartfelt thanks.

Very truly yours, 60

J. Edgar Hoover

John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

CTP  
(16)

Based on memo Davidson to Callahan 12-4-63 re Commendation for Employees Who Worked on Monday, 11-25-63.

MAIL ROOM ☐ TELETYPE UNIT ☐



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Clyde A. Tolson	7/16/63	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	

Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	

Address

67-NOT RECORDED  
84 SEP 12 1963

Very truly yours,

Payment Received  
Special Agents Insurance Fund

JUL 17 1963

J. Edgar Hoover, Director

*Clyde A. Tolson*  
Special Agent

3-mbm



UNITED STATES GOVERNMENT

## Memorandum

TO : Mr. Callahan

DATE: 6-3-63

FROM : C. R. Davidson

SUBJECT: President's Award for Distinguished Federal Civilian Service

Tolson	_____
Belmont	_____
Mohr	_____
Casper	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Pursuant to the Director's instruction that Mr. Tolson be nominated for captioned award supporting justification and documentation was submitted to the Attorney General by memorandum 1-28-63. It was strongly recommended that the Attorney General consider Mr. Tolson's nomination to the President's Board for final selection. Five such awards are given annually and these are considered the highest honor for career Government employees.

The attached Associated Press article which appeared in the Washington Post 6-2-63 announces the President's selection of five officials for the awards for this year. Those named are as follows:

Alain C. Enthoven, Defense Department, scientist,  
 Winthrop G. Brown, Deputy Commandant of the National War College,  
 Sherman E. Johnson, Deputy Administrator of the Agriculture  
 Department's Economics Research Service,  
 David D. Thomas, Director of Federal Aviation Agency's Air Traffic  
 Service,  
 Fred L. Whipple, Director of the Smithsonian Institution Astrophysical  
 Observatory.

RECOMMENDATION:

Submitted for information.

RRB:ves

(4)

1 - Mr. Callahan

1 - Mr. Mohr

Enclosure

PERS. REC. UNIT

REC 6

25 JUN 10 1963

JUN 14 1963

3 ENCLOSURE

300

Place copy in Mr Tolson's file

312

## Kennedy to Present Medals

# 5 Government Employees To Get Service Awards

Associated Press

President Kennedy announced yesterday his selection of five Federal officials to receive the highest honor paid career government employees.

Mr. Kennedy will present gold medals and citations representing the 1963 President's Award for Distinguished Federal Civilian Service to the five men at a White House ceremony on June 12.

One of the five is Alain C. Enthoven, a 32-year-old Defense Department scientist who will be the youngest recipient of the award, granted annually to groups of career employees since 1957.

The other awards winners are: Winthrop G. Brown, 55, deputy commandant of the National War College and former ambassador to Laos,

for having "proved his worth as a diplomat in areas important to both our foreign economic and political policy."

Sherman E. Johnson, 66, deputy administrator of the Agriculture Department's Economics Research Service, for playing "a vital role in the development of agriculture programs to better serve the interests of American farmers and the Nation."

David D. Thomas, 50, director of the Federal Aviation Agency's Air Traffic Service, for "having vastly improved the safety of the Nation's controlled airways."

Fred L. Whipple, 57, director of the Smithsonian Institution Astrophysical Observatory at Cambridge, Mass., for developing the optical tracking system used to follow the movements of earth satellites.

Washington Post Sun. 6/2/63

Memo Davidson - G  
Callahan 4/2/63  
RCB - ves

APR 16 XEROX

JUN 14 1963

ENCLOSURE

312  
2/2/63

Tolson ☒  
 Belmont ☒  
 Mohr ☒  
 Casper ☒  
 Callahan ☒  
 Conrad ☒  
 DeLoach ☒  
 Evans ☐  
 Gale ☐  
 Rosen ☐  
 Sullivan ☐  
 Tavel ☐  
 Trotter ☐  
 Tele. Room ☐  
 Holmes ☐  
 Gandy ☐

(RELEASE AT 6:30 P.M. EDT)

(AWARDS)

WASHINGTON.--PRESIDENT KENNEDY TODAY ANNOUNCED THE SELECTION OF FIVE FEDERAL CAREER OFFICIALS TO RECEIVE HIS 1963 AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE.

THE AWARD IS THE HIGHEST HONOR FOR CAREER EMPLOYEES. IT CONSISTS OF A GOLD MEDAL AND CITATIONS. THE RECIPIENTS WILL BE DECORATED BY THE CHIEF EXECUTIVE JUNE 12 AT A SPECIAL WHITE HOUSE CEREMONY.

THE WINNERS:

WINTHROP G. BROWN, VETERAN FOREIGN SERVICE OFFICER AT THE STATE DEPARTMENT. BROWN, RECENTLY AMBASSADOR TO LAOS, IS NOW DEPUTY COMMANDANT OF THE NATIONAL WAR COLLEGE.

ALAIN C. ENTHOVEN, DEPUTY COMPTROLLER FOR SYSTEMS ANALYSIS, IN THE OFFICE OF THE DEFENSE SECRETARY. ENTHOVEN, 32, IS THE YOUNGEST PERSON EVER TO RECEIVE THE AWARD.

SHERMAN E. JOHNSON, DEPUTY ADMINISTRATOR, FOREIGN ECONOMICS, ECONOMICS RESEARCH SERVICE, DEPARTMENT OF AGRICULTURE. JOHNSON, 66, HAS BEEN WITH THE GOVERNMENT 29 YEARS.

DAVID D. THOMAS, DIRECTOR OF AIR TRAFFIC SERVICE, FEDERAL AVIATION AGENCY.

1346 XEROX

JUN 14 1963

66-16262-312

WASHINGTON CAPITAL NEWS SERVICE

ENCLOSURE

FRED L. WHIPPLE, DIRECTOR, SMITHSONIAN INSTITUTION ASTRO-PHYSICAL OBSERVATORY, CAMBRIDGE, MASS.

"THESE MEN HAVE SIGNIFICANTLY ADVANCED IMPORTANT DOMESTIC AND INTERNATIONAL PROGRAMS AND THEREBY HAVE CONTRIBUTED WITH DISTINCTION TO THE PUBLIC INTEREST," THE PRESIDENT SAID IN A MEMORANDUM SENT TO DEPARTMENT AND AGENCY HEADS. "EACH HAD TRULY EARNED A PLACE OF HONOR AMONG THE MANY MEN AND WOMEN IN THE PUBLIC SERVICE WHO SO ABLY SERVE THE COMMON GOOD."

BROWN WAS CITED FOR HIS IMPORTANT WORK AS A DIPLOMAT, PARTICULARLY FOR THE MANNER IN WHICH HE DEALT WITH THE SERIOUS CRISIS IN LACS WHILE HE SERVED THERE AS AMBASSADOR FROM JULY, 1960, TO JULY, 1962.

ENTHOVEN WILL RECEIVE THE AWARD FOR "HIS BRILLIANT ANALYSES OF HIGHLY COMPLEX DEFENSE ISSUES...(AND) NOTABLE CONTRIBUTIONS TO THE SOLUTION OF THE MOST CRITICAL DEFENSE PROBLEMS FACING THE NATION."

JOHNSON, AN EXPERT IN AGRICULTURE ECONOMICS, WILL BE CITED FOR HAVING HELPED OTHER COUNTRIES IMPROVE THEIR AGRICULTURE AND THE LOT OF THEIR PEOPLE.

THOMAS, WILL RECEIVE THE AWARD FOR HIS WORK IN IMPROVING "THE SAFETY OF THE NATION'S CONTROLLED AIRWAYS FOR CIVIL AND MILITARY PLANES AND FOR HAVING EXPANDED THESE AIRWAYS FROM 160,000 TO 356,000 MILES." THOMAS SINCE 1956 HAS DIRECTED THE U.S. AIR TRAFFIC CONTROL SYSTEM.

WHIPPLE WILL BE CITED AS THE ASTRONOMER WHO "CONCEIVED AND DEVELOPED AN OPTICAL SATELLITE TRACKING SYSTEM WHICH STOOD READY TO TRACK THE FIRST ARTIFICIAL SATELLITE LAUNCHED AND (WHO) HAS SINCE PROVIDED VALUABLE SCIENTIFIC DATA."

IT WAS WHIPPLE WHO ARRANGED FOR THE PERSONNEL AND EQUIPMENT TO BE IN READINESS FOR SUCCESSFUL TRACKING FOR SPUTNIK I, THE FIRST RUSSIAN ORBITAL SATELLITE.

6/1--JD103PED

66 16262 - 312

ENCLOSURE

UNITED STATES GOVERNMENT

## Memorandum

TO : Mr. Callahan

DATE: 4-17-63

FROM : C. R. Davidson

SUBJECT: MRS. FRANCES ARNOLD  
 Wife of Judge Thurman Arnold,  
 Former Assistant Attorney General  
 SPECIAL TOUR OF FBI

Tolson \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Casper \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 Conrad \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
 Evans \_\_\_\_\_  
 Gale \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Sullivan \_\_\_\_\_  
 Tavel \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holmes \_\_\_\_\_  
 Gandy \_\_\_\_\_

Mrs. Arnold and her two granddaughters were afforded a special tour of the Bureau's facilities on 4-17-63 by SA Samuel Ray Burns, Personnel Section, Administrative Division.

During the tour Mrs. Arnold stated she and Judge Arnold have always had great admiration for the Director, Mr. Tolson and the FBI. She was most appreciative of the tour and requested that her thanks be conveyed to Mr. Tolson for arranging the tour.

SRB:crt  
 (4)

1 - Mr. Tolson  
 1 - Tour Room

REC-114

13 APR 23 1963

XEROX

APR 30 1963

67 NOT RECORDED

7 MAY 1 1963

144

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: Director's Office  
(Division)

(Section, Unit)

Official Position Title: Associate Director

Rating Period: from April 1, 1962 to March 31, 1963

ADJECTIVE RATING: OUTSTANDING

Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

Rated by:

J. Edgar Hoover  
Signature

Director  
Title

4-1-63  
Date

Reviewed by:

Signature

Title

Date

Rating Approved by:

Signature

Title

Date

### TYPE OF REPORT

☒ Official  
☒ Annual

REC-150

☐ Administrative

☐ 60-Day

☐ 90-Day

☐ Transfer

☐ Separation from Service

☐ Special

10 APR 15 1963 47

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67-9524-407  
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**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR**

As Associate Director, Mr. Tolson has continued his extremely high level of performance which merits a rating of Outstanding for the period April 1, 1962, to March 31, 1963.

Mr. Tolson, through his foresight, executive talent and administrative ability has contributed immeasurably to the successful discharge of the Bureau's ever-increasing responsibilities and obligations in the security and criminal fields. On a day-to-day basis, he affords me the full benefit of his power of penetrative analysis, indomitable enthusiasm and sage counsel in numerous and difficult decisions.

Charged with the major responsibility as the "watch-dog" of our budget, Mr. Tolson deserves considerable credit for the Bureau's splendid reputation as a Government agency which returns dividends to the taxpayer. In his supervisory duties in connection with expenditures and operations, he brings the tactics of good business and the techniques of corporate management. He accompanies me on my yearly appearance before the House Appropriations Subcommittee and his experience and knowledge of budgetary matters have been invaluable.

Quietly efficient, selfless in dedication to duty, supremely loyal to the FBI and to his country, Mr. Tolson epitomizes the ideal civil servant. He has more than earned a rating of Outstanding.

ASSOCIATE DIRECTOR



Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.  
April 2, 1963

Honorable J. Edgar Hoover  
Federal Bureau of Investigation  
Washington, D. C.

Dear Boss:

Thank you very much for your letter enclosing an honorary membership card in the Federal Bureau of Investigation Recreation Association.

I am very pleased to receive this honorary membership and you may be sure that the FBI Recreation Association will always receive my deep interest in and support of its activities.

With kind regards,

Sincerely,

*C. E. Dalton*

1 MAY 20 1963

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UNITED STATES GOVERNMENT

*Memorandum*

TO : The Director

DATE: March 11, 1963

FROM : N. P. Callahan *NP*SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Conrad	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Pursuant to your instructions that all members of the Executive Conference be given Outstanding annual performance ratings, there is attached such a rating in duplicate covering Mr. Tolson's services from April 1, 1962, through March 31, 1963.

It is respectfully suggested that your signature be affixed to both the original and the copy of the rating reflecting you as the Rating Official. The rating will be forwarded to Deputy Attorney General Nicholas deB. Katzenbach on April 1, 1963, for approval by the Efficiency Awards Committee of the Department, in accordance with the provisions of the Performance Rating Program.

When the rating has been approved by the Committee and returned to the Bureau, a copy will be directed to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a cash incentive award and it has been customary in the past to approve awards of \$500.00 for officials of Mr. Tolson's rank for Outstanding performance ratings. Incentive Awards for Outstanding ratings are in accordance with provisions of the Incentive Awards Plan.

RECOMMENDATION:

(1) That you, as Rating Official, sign the original and copy of the Outstanding performance rating for Mr. Tolson and upon approval of the rating by the Efficiency Awards Committee of the Department he be approved for an incentive award of \$500.00.

*1/12*  
Enclosures (2)  
RRB:ctpt  
(2)

*1 let for Tolson*  
APR 15 1963

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REC-150

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APR 15 1963

3 - *mu*

34

April 9, 1963

PERSONAL

Mr. Clyde A. Tolson  
Federal Bureau of Investigation  
Washington, D. C.

Dear Clyde:

I am happy to advise you that your services have merited an Outstanding performance rating for the period April 1, 1962, to March 31, 1963. This rating has been approved by the Efficiency Awards Committee of the Department and you may retain the enclosed copy.

You have continued to serve the Bureau well and, as a token of my deep appreciation, I have approved an incentive award for you in the amount of \$500.00. Enclosed is a check for \$410.00, which represents the award less withholding tax. It is my hope that I may continue to have you as my valued associate for years to come.

Sincerely,

J. Edgar Hoover

MAILED 2

APR 9 1963

COMM-FBI

Enclosures (2)

1 - Miss Usilton (Sent Direct)

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

LRH:bjb  
(4)

Award #1033-63

NOTE: Salutation per file.

MAIL ROOM ☐ TELETYPE UNIT ☐

67-9524-407  
67

APR 11 30 1963

*[Handwritten signature]*

*[Handwritten initials]*



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	3/5/63	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

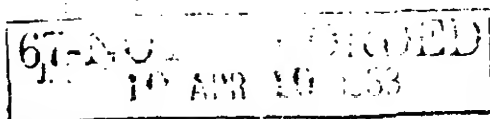
Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

*Clyde A. Tolson*  
Special Agent



B-

*3-11-63*

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Evans *W*

FROM : W. V. Cleveland *WV*  
President, FBIRA

SUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
35TH ANNIVERSARY 4/2/63

DATE: March 29, 1963

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

In view of the FBIRA policy of granting honorary membership in the FBIRA to employees completing 35 years of Bureau service, attached is a letter for the Director's signature to Mr. Clyde A. Tolson who will complete 35 years of service on April 2, 1963.

After approval and signature, it is requested that the letter be returned to my office in order that the honorary membership card may be attached before mailing.

Enclosure *W*

REC-150

67-9524-406  
Searched \_\_\_\_\_  
10 APR 3 1963

WVC:mkr

-3- *WVC*

51 APR 8 1963

*3- WVC*  
*9-411*

April 2, 1963

PERSONAL

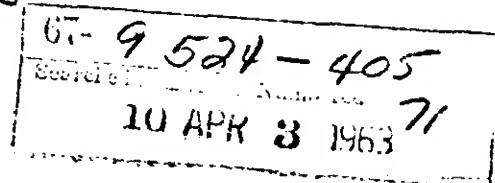
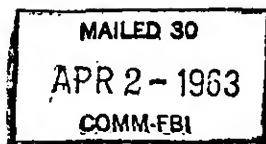
Mr. Clyde A. Tolson  
Federal Bureau of Investigation  
Washington, D. C.

Dear Clyde:

Upon your completion of thirty-five years of Bureau service, I am indeed happy to enclose an honorary membership card in the Federal Bureau of Investigation Recreation Association.

In accordance with the policy governing such memberships, you may retain this card until you cease duty. I hope we may look forward to your continued support of FBIRA activities for many more years.

REC-150  
Sincerely,  
J. Edgar Hoover



Enclosure

NOTE: See memo W. V. Cleveland to Mr. Evans dated 3/29/63 re Clyde A. Tolson. WVC:mkr

Tolson \_\_\_\_\_  
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Gandy \_\_\_\_\_

WVC:mkr

-4-

APR 4 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Evans *EW*

DATE: 2/27/63

FROM : W. V. Cleveland *WVC*  
President, FBIRASUBJECT: CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
35TH ANNIVERSARY 4/2/63

Tolson	_____
Belmont	_____
Mohr	_____
Wick	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Mr. Tolson will complete 35 years of service on April 2, 1963.

FBIRA policy is to grant employees completing 35 years' service with the Bureau honorary membership in the FBIRA.

RECOMMENDATION:

That this memorandum be referred to the Exhibits Section in order that an appropriate honorary membership card can be prepared for Mr. Tolson and that it be returned to me in order that an appropriate letter for the Director's signature can be prepared in sufficient time to coincide with his anniversary.

*WVC*

1 - Exhibits Section

WVC:mkr

-3-

*mkw*

134  
9 APR 5 1963

*Completed  
in Exhib. Sect  
3/4/63*

U.S. DEPARTMENT OF JUSTICE  
FBI

61-9524-404  
Searched \_\_\_\_\_ Indexed \_\_\_\_\_  
1 APR 2 1963

*8/10/63*

UNITED STATES GOVERNMENT

## Memorandum

TO : The Director

DATE: January 28, 1963

FROM : J. P. Mohr

SUBJECT: ~~President's Award for Distinguished Federal Civilian Service~~

Tolson \_\_\_\_\_  
 Belmont \_\_\_\_\_  
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 Callahan \_\_\_\_\_  
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 Holmes \_\_\_\_\_  
 Gandy \_\_\_\_\_

Clyde A. Tolson

This award represents the highest honor available to civilian career employees of the Federal Government and is the one for which you desired Mr. Tolson, to be nominated this year. Nominations are submitted through heads of departments to a six-man board which makes recommendations to the President for final approval. In 1962, this board was composed of Chairman James E. Webb, Administrator, National Aeronautics and Space Administration; members Robert F. Kennedy, Attorney General; Arthur J. Goldberg, former Secretary of Labor now Associate Justice of the United States Supreme Court; Roswell L. Gilpatric, Deputy Secretary of Defense; and Roger W. Jones, Special Consultant to the Director, Bureau of the Budget; and Executive Secretary John W. Macy, Jr., Chairman, United States Civil Service Commission. It has been determined that Mr. Webb is again the Chairman of this board; however, other members are not definite.

Attached for your approval and transmittal to the Attorney General is a memorandum with supporting documents for the purpose of submitting Mr. Tolson's name as a candidate for nomination by the Attorney General as the head of the Department of Justice to receive one of the President's Awards this year. The material has been prepared in accordance with instructions and specifications outlined in a memorandum from Mr. S. A. Andretta, Administrative Assistant Attorney General, dated January 11, 1963. The deadline for submission is February 18, 1963.

Although Mr. Andretta's memorandum indicated nominations should be forwarded to his office, it is felt that you would want it sent to the Attorney General. Therefore, a copy of the transmittal letter has been designated for Mr. Andretta.

Enclosures - Sent 1-29-63

RRB:crt  
(2)

REC-115

67-9524-403	
Searched	Numbered
1 MAR 29 1963	

1 APR 2 1963

Proposed Nominations  
of  
Clyde A. Tolson, Associate Director  
Federal Bureau of Investigation  
As Candidate for the  
President's Award  
for  
Distinguished Federal Civilian Service

Submitted by

J. Edgar Hoover

Director, FBI

January 1963





CLYDE A. TOISON  
ASSOCIATE DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION

**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION**

**BIOGRAPHICAL SKETCH  
January, 1963**

Mr. Clyde Anderson Tolson was born on May 22, 1900, at Laredo, Missouri. He attended grade school and high school in Laredo and graduated from business college in Cedar Rapids, Iowa. After coming to Washington, D. C., Mr. Tolson continued his education receiving A.B. and LL.B. degrees from George Washington University. In 1947, he was a recipient of the Alumni Achievement Award given in recognition of his distinguished public service. Mr. Tolson is a member of the District of Columbia Bar and has been admitted to practice before the United States Supreme Court. He is a Baptist, a Mason and unmarried; he is a member of the Sigma Nu Fraternity and the Phi Delta Phi Legal Fraternity. His address is 4000 Massachusetts Avenue, Northwest, Washington 16, D. C. Hillory A. Tolson, Assistant Director, National Park Service, United States Department of the Interior, is a brother.

For no less than 44 of his 62 years, Clyde Tolson has devoted his ambitions, personal interests, talents, time and boundless energy to unstinting and loyal duty in the service of the United States Government. In an early manifestation of the patriotic zeal which has characterized his distinguished career, Mr. Tolson at age 18 accepted an appointment as Stenographer in the War Department on July 12, 1918. As a result of maturity and competence far beyond his years, he was designated a Confidential Clerk in the Office of the Secretary of War in 1920, and in this capacity served with distinction under Secretaries Newton D. Baker, John W. Weeks and Dwight F. Davis.

On April 2, 1928, Mr. Tolson accepted what he planned to be "short-term" employment in the FBI. Instead, this initial association with the FBI and Director J. Edgar Hoover developed into

a career which has spanned three decades and has witnessed the notorious gangster era of the 1930's, World War II, the Korean military conflict and the present-day national menaces of crime and subversion in America.

Because of his innate intelligence, dogged determination, forthright manner and unerring ability to produce extraordinary results in a minimum of time, he attracted the personal attention of Director Hoover, rapidly assumed higher responsibilities and rose through the ranks. On February 10, 1947, he was appointed Associate Director, exercising administrative control over all phases of FBI operations and serving as Chief of Staff directly responsible to the FBI Director, and appropriately described as his "strong right arm."

**PROPOSED CITATION FOR SIGNATURE OF THE PRESIDENT**

**CLYDE A. TOLSON**

**As Associate Director of the FBI, he has through superior ability, sacrifice and devotion to duty assisted its Director, J. Edgar Hoover, in furthering the professionalization of American law enforcement.**

**During his zealous and dedicated service of more than thirty-four years in the Federal Bureau of Investigation he has personified the principle of "justice for all"--ferreting out the lawbreaker and protecting the innocent.**

**CLYDE A. TOLSON  
ASSOCIATE DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION**

**STATEMENT OF ACHIEVEMENTS**

The FBI is the investigative arm of the Department of Justice. It is charged with the responsibility of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest and performing other duties imposed by law or authoritative request. The jurisdiction of the FBI encompasses the fields of civil and criminal law, internal security, espionage and general domestic intelligence. In addition, the FBI serves as the hub of cooperative functioning among law enforcement agencies in America, furnishing considerable leadership and assistance in scientific crime detection and prevention, training, fingerprint and identification techniques and police administration.

Mr. Tolson's career forms a singularly significant, although unheralded, chapter in the history of the FBI. From the position of Special Agent in 1928, he advanced rapidly on the basis of personal scholarship and merit to assignment as Chief Clerk at FBI Headquarters in Washington, D. C., in 1930 and since that time has continued on the staff of the FBI Director. In 1931, he was appointed an Assistant Director and in 1936, was named an Assistant to the Director. In order to accurately designate Mr. Tolson's position as his "second in command," FBI Director Hoover in February, 1947, created the new position of Associate Director, which Mr. Tolson has held since that time. In this capacity, Mr. Tolson exercises broad supervision over the comprehensive and complex personnel, administrative and investigative operations of the FBI.

His imaginative genius, astute judgment and diligent dedication to public service are mirrored in the development and growth of the FBI. An organization with 30 field offices and less

than 600 personnel in 1928, the FBI today has 55 field offices and more than 14,000 employees. In regard to jurisdictional responsibilities the Bureau has developed to an even more marked degree. In 1928, the FBI's jurisdiction covered less than 50 Federal crimes while today this has increased to some 168 matters over which it has control. Highlighting the additional obligations given to the FBI was the new legislation enacted to stem the tyrannical hordes of gangsters in the early 1930's. which included the Federal Kidnaping, Extortion and Bank Robbery Statutes and the Fugitive Felon Act. Another important milestone was the proclamation by the President in 1939 designating the FBI as the clearinghouse and coordinating agency for all matters bearing on internal security in the Nation. In 1961, in a vital blow at organized crime, three Federal statutes concerning interstate activity in connection with gambling and racketeering were enacted and placed under the jurisdiction of the FBI.

Over the years, in the process of absorbing these new obligations and effecting the successful discharge of the ever-increasing responsibilities of this organization, Mr. Tolson has contributed immeasurably through his foresight, executive talent and administrative ability.

Mr. Tolson on a day-to-day basis affords Director Hoover the full benefit of his power of penetrative analysis, indomitable enthusiasm and sage counsel in the numerous and difficult decisions which have built the present-day FBI.

The Identification Division, the Nation's repository of fingerprints, began in 1924 with 810,188 fingerprint cards and as of January 1, 1963, there were no less than 165,555,608 cards on file. The FBI Laboratory, inaugurated in 1932, established an all-time high record of 231,456 scientific examinations during the fiscal year ending on June 30, 1962. The FBI's Uniform Crime Reporting program, started in 1930, today boasts more than 13,000 contributing agencies, and services not only law enforcement agencies but also government planners and sociologists in providing current crime trends.

As Chief of Staff at FBI Headquarters and as Mr. Hoover's principal assistant, Mr. Tolson has personally participated in the planning and direction of the FBI Laboratory and Identification Division and other components of this Bureau as they achieved an extraordinary scientific and technological record.

In addition to his administrative prowess and guidance over the years, Mr. Tolson has distinguished himself by courageous action in some of the most dangerous missions of the FBI. In the decade of the turbulent thirties, Mr. Tolson, side by side with Director Hoover, participated in raids and arrests of badly wanted fugitives. When Mr. Hoover personally arrested the notorious Alvin "Creepy" Karpis at New Orleans, Louisiana, Mr. Tolson was alongside covering this underworld killer with his gun. In the field of internal security, Mr. Tolson played a prominent part in the investigation, location and capture, and subsequent trial of the eight Nazi saboteurs who landed on America's shores in 1942.

Charged with major responsibility as the "watch-dog" of the FBI's budget, Mr. Tolson deserves considerable credit for the FBI's illustrious reputation as a government agency which returns dividends to the taxpayer. In his supervisory duties in connection with expenditures and operations, he brings to the FBI the tactics of good business and the techniques of efficient corporate management. Each year when FBI Director J. Edgar Hoover appears before the House of Representatives Subcommittee on Appropriations, Mr. Tolson accompanies him on the basis of his experience and knowledge of budgetary matters. The spartan economy practices of the FBI have won the respect and admiration of the members of Congress as well as the American people. Typical is the report of Mr. Hoover to the Attorney General this year wherein he disclosed that fines, savings and recoveries in FBI cases rose to an all-time high of \$174,561,341--a sum which represents a return of \$1.37 for every dollar appropriated for the FBI in the fiscal year ending June 30, 1962.

For the past eight years, Mr. Tolson has earned an "Outstanding" annual performance rating. Quietly efficient, selfless in dedication to duty, supremely loyal to his organization and country, Mr. Tolson has truly carved a long and distinguished career in Government service. His outstanding attitude and career aspirations are simply and sincerely expressed in his statement, "I like my work. The satisfaction that comes with doing my job is enough for me. I have no other ambition in life."



UNITED STATES GOVERNMENT

## Memorandum

TO : Mr. Mohr

DATE: January 25, 1963

FROM : Mr. Callahan

SUBJECT: CLYDE A. TOLSON  
35th Anniversary 4-2-63  
SERVICE AWARD

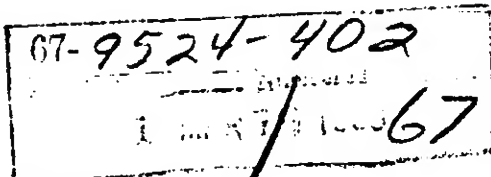
Tolson	_____
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Sullivan	_____
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Tele. Room	_____
Holmes	_____
Gandy	_____

Mr. Tolson, Associate Director, will complete 35 years of Bureau service on 4-2-63, having entered on duty with the Bureau on 4-2-28.

RECOMMENDATION

It is recommended that a scroll, similar to the ones prepared for other anniversaries commemorating 35 years of Bureau service, be prepared by the Exhibits Section for Mr. Tolson's 35th Anniversary on 4-2-63.

1 - Mr. Gauthier

RRB:dks  
(3)

REC-137

February 5, 1963

Mr. Dana F. Kellerman  
Associate Editor  
Country Beautiful  
15330 Watertown Plank Road  
Elm Grove, Wisconsin

Dear Mr. Kellerman:

I have received your letter of January 30, 1963, and appreciate your interest in writing.

With reference to your inquiries, I became confidential secretary to the Secretary of War in 1920 and I was named Assistant to the Director of the FBI in 1936, as set forth in Mr. Riordan's article.

I will be looking forward to receiving copies of the issue containing his article.

Sincerely yours,

*Clyde Tolson*

Clyde Tolson

JVA:jaf  
(5)

NOTE: See Jones to DeLoach memo, 2-4-63, captioned "ARTICLE ON MR. TOLSON BY FORMER SPECIAL AGENT ROBERT RIORDAN FOR COUNTRY BEAUTIFUL."

*RP*

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Holmes	_____
Gandy	_____

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*142*

MAIL ROOM ☐ TELETYPE UNIT ☐

# COUNTRY BEAUTIFUL

15330 Watertown Plank Road • Elm Grove, Wisconsin • Phone: Milwaukee, SUNset 6-7330

January 30, 1963

Mr. Clyde A. Tolson  
4000 Massachusetts Ave., N.W.  
Washington 16, D. C.

Dear Mr. Tolson:

In connection with a feature article about you which COUNTRY BEAUTIFUL is planning, several discrepancies have arisen which need clarification.

According to our article, written by Robert Riordan, you became confidential secretary to the Secretary of War in 1920, while your biography in "Who's Who in America" lists the year as 1919.

Also, Mr. Riordan states you were named assistant to the director in 1936, while "Who's Who" lists the year as 1938.

We would very much appreciate your letting us know which of the above dates are correct. Because the article is scheduled for our April issue, we would be most grateful for an early reply.

We will, of course, be sending you extra copies of the issue in which the article about you appears at the time of publication.

Meanwhile, thank you in advance for your cooperation.

Sincerely,

*Dana F. Kellerman*

Dana F. Kellerman  
Associate Editor

*Gene b. DeLoach*  
*2/1/63*  
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*ack 2-5-63*  
*NML*  
*GVA*  
*142*

9524-401  
14-

*8/1/63*

UNITED STATES GOVERNMENT

*Memorandum*

TO : Mr. DeLoach

DATE: 2-5-63

FROM : M. A. Jones *(Clyde)*SUBJECT: ARTICLE ON MR. TOLSON  
BY FORMER SPECIAL AGENT ROBERT RIORDAN  
FOR HOUSE BEAUTIFUL

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Gandy	_____

By letter of 1-30-63, Dana Kellerman of "Country Beautiful" has written Mr. Tolson regarding the article on Mr. Tolson which was written by former Special Agent Robert Riordan for that magazine. Kellerman indicates that Riordan's article states that Mr. Tolson became confidential secretary to the Secretary of War in 1920 while "Who's Who in America" lists the year as 1919; he also notes that Riordan's article states Mr. Tolson was named Assistant to the Director in 1936, while "Who's Who" lists the year as 1938. He asks that he be advised of the correct dates.

In November, 1962, SAC Milwaukee furnished Mr. Tolson a letter from former Special Agent Riordan along with Mr. Riordan's article on Mr. Tolson which he had written for "Country Beautiful." The article was reviewed and found to be very favorable and accurate except for minor discrepancies in dates on page two which were corrected. One of the corrections consisted of changing the date that Mr. Tolson became confidential secretary to the Secretary of War from 1919 to 1920, the latter date being the one appearing in data in Mr. Tolson's personnel file. The middle of page two refers to Mr. Tolson's being moved up to Assistant of the Director in 1936, which is the correct date.

It is felt that Mr. Tolson may wish to write Kellerman advising him that with reference to his inquiries, the dates 1920 and 1936 are correct.

It is felt that when biographical data of Mr. Tolson is furnished for a new edition of "Who's Who in America," the date 1919 as the date Mr. Tolson became Confidential Secretary to Secretary of War be changed to 1920; and the date 1938 as date he became Assistant to the Director be changed to 1936.

RECOMMENDATION:

1. That the attached letter over Mr. Tolson's signature be sent to Mr. Kellerman.

JVA:bsb (5)

(Recommendation continued next page)

REC-131

Searched

Numbered

9524-400

14

9 FEB 8 1963

TJH

M. A. Jones to DeLoach memo  
Re: Article on Mr. Tolson  
by former Special Agent Robert Riordan  
for Country Beautiful

2. That when biographical data on Mr. Tolson is next furnished for "Who's Who in America" the date 1920 be inserted as the date when he became Confidential Secretary and the date 1936 be inserted as date he became Assistant to the Director.

*R 15*

*JPM  
Jewell*

FEB 2 11 42 AM '93

FBI

- 2 -

REC-130  
✓

The Attorney General

January 29, 1963

Director, FBI

**President's Award for Distinguished Federal Civilian Service**

Pursuant to the memorandum of January 11, 1963, addressed to heads of divisions, bureaus and offices by Administrative Assistant Attorney General S. A. Andretta, I am hereby submitting the name of Clyde A. Tolson as a candidate for the President's Award for Distinguished Federal Civilian Service as provided by Executive Orders 10717 and 10979. I believe the supporting justification and other documentation accompanying this nomination are more than adequate but if for any reason you desire additional material, I shall be pleased to promptly supply it on request.

I, of course, feel that Mr. Tolson is most deserving and therefore strongly recommend that you consider his nomination to the President's Board. I shall be pleased to supply additional copies of the attached material if needed.

MAILED 10  
COMM-FBI

Enclosures (6)

1 - Mr. S. A. Andretta  
Administrative Assistant Attorney General

RRB:  
RRB:crt  
(5)

Based on memorandum J. P. Mohr to the Director dated 1-28-63, RRB:crt

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
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Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

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JAN 30 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

January 11, 1963

*Clyde A. Tolson*

MEMORANDUM TO HEADS OF DIVISIONS, BUREAUS AND OFFICES

SUBJECT: ~~President's~~ Award for Distinguished Federal Civilian Service

The President's Award for Distinguished Federal Civilian Service represents the highest honor available to civilian career employees of the Federal Government. It is awarded each year by the President to five employees for exceptional achievements of outstanding importance.

Attached are the criteria and instructions for submitting nominations this year. The nominations should be forwarded to this office no later than February 18, 1963.

S. A. Andretta  
Administrative  
Assistant Attorney General

*Memo to the Director  
1-28-63  
RHK-drk*

REC-130

*9524-399*

*8 JAN 22 1963*

*nmr*

## PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10717, as amended by Executive Order 10979, establishes the President's Award for Distinguished Federal Civilian Service and provides that generally not more than 5 such awards shall be made in any one year. The Order also created the Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

### CRITERIA TO BE MET FOR NOMINATIONS

The award may be presented for the best achievements having current impact in improving government operations or serving the public interest. These achievements shall exemplify

- (a) Imagination in developing creative solutions to problems in government;
- (b) Courage in persevering against great odds and difficulties;
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed.

Federal employees serving by presidential appointment in non-career positions are not eligible for the award.

### WHO SHALL MAKE THE NOMINATIONS

Nominations are invited from the heads of the departments and agencies for exceptional achievements of employees of their own agency, or employees of other agencies when they have knowledge of such achievement.

107-9524-399



## PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients.

## FORM AND CONTENT OF NOMINATIONS

1. Nominations shall be submitted in six copies so that each Member of the Board may have a copy to review.
2. Each copy of each nomination shall be multilithed, xeroxed, mimeographed, or in original typing, single space on one side of 8"x10 $\frac{1}{2}$ " pages.
3. Each nomination shall contain the following information in the following order:
  - A. A photograph.
  - B. First page - a brief biographical sketch, covering significant employment, educational and personal data.
  - C. Second page - a proposed citation for the signature of the President. The proposed citation shall contain from 50 to 65 words in two-paragraph form, and shall highlight the significance of the individual's achievement.
  - D. Additional pages containing not more than 2500 words:
    - o Stating the achievement in non-technical language and showing how the nominee was personally responsible for it.
    - o Describing its impact in improving government operations or in serving the public interest. This should specify the tangible and intangible benefits.
    - o Giving examples of the qualities of the nominee which made the achievements possible.
  - E. A statement describing any other awards received by the employee.
4. Each copy of a nomination shall be enclosed in a 9 $\frac{1}{4}$ "x11 $\frac{1}{2}$ " folder (Beaverite Folder, Style D-102, Federal Stock #44-52, or equivalent).
5. If desired, supporting or technical material may also be submitted as a supplement to the nomination. There is no limitation on the amount of such material that may be submitted. However, any supporting material should be submitted separately in bound form, rather than included with the material in the Beaverite folder.

12-24-62

PLAIN TEXT

TELEGRAM

NIGHT LETTER-PREPAID

MR. CLYDE TOLSON  
FEDERAL BUREAU OF INVESTIGATION  
NEW YORK, NEW YORK

ALL OF YOUR ASSOCIATES IN THE CRIME RECORDS DIVISION  
JOIN WITH ME IN SENDING YOU A MESSAGE OF GOOD CHEER AND  
WISHING YOU A VERY MERRY CHRISTMAS AND A HAPPY NEW YEAR.

SINCERELY,

C. D. DELOACH

5 67-9524-398  
4 DEC 28 1962 81

REC-135

ECK:geg  
(4)

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
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*Handwritten signature*

FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE  
COMMUNICATIONS SECTION  
DEC 24 1962  
WESTERN UNION

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WESTERN UNION

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MR CLYDE TOLSON

FEDERAL BUREAU OF INVESTIGATION 201 EAST 69TH STREET

NEW YORK NEW YORK

ALL OF YOUR ASSOICATES IN THE CRIME RECORDS DIVISION

JOIN WITH ME IN SENDING YOU A MESSAGE OF GOOD CHEER AND

WISHING YOU A VERY MERRY CHRISTMAS AND A HAPPY NEW YEAR.

SINCERELY

C D DELOACH.

2534 N. 67th St.  
Wauwatosa 13, Wis.  
Nov. 16, 1962

Mr. Clyde A. Tolson  
Associate Director  
Federal Bureau of Investigation  
U.S. Department of Justice  
Justice Building  
Washington, D.C.

Dear Mr. Tolson:

I am a former special agent who came into the Bureau from the newspaper business August 16, 1943, and left it to return to the staff of the Milwaukee Sentinel in October, 1945. During the Sentinel strike last summer, which culminated in the sale of the paper, I began "beefing up" my free-lance activities, accepted an instructorship in advanced reporting at my alma mater, the Marquette University College of Journalism, and took on the editorship of LET'S SEE, a regional magazine published here.

One of my free-lance contacts has been a new national monthly magazine called COUNTRY BEAUTIFUL, also published here (copy enclosed). In a recent conference with the publisher and the editor, I was told they were planning a series of brief profiles giving recognition to individuals who have made significant contributions in their fields, but who have never been limelighted to a degree commensurate with their achievement.

Within the first five minutes of being asked whether I had any ideas for this series, I thought of you. We never met during my service in the Bureau (although we came close one morning during the 1943-44 cold snap in Florida, which necessitated an emergency delivery of winter underwear to Miami Beach!) But as I have suggested in the enclosed article, no one serves for long in the Bureau without becoming aware of and impressed by your distinguished career. It seemed to me the archetype of the story the COUNTRY BEAUTIFUL people are looking for -- and especially timely in view of your forthcoming 35th anniversary.

I prepared the enclosed article and showed it to COUNTRY BEAUTIFUL, with the understanding that I wanted to clear with you if this was the sort of thing they wanted. The editor likes the piece and wants to use it. I explained to him, as I will now to you, that my sources were my own recollections of Bureau service; the remarks of Hugh Clegg to New Agents Class 21 on the morning of August 16, 1943; your biography in WHO'S WHO, and the material published in 1954 in LOOK magazine and NATION'S BUSINESS.

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1962

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11/20/62  
Jm

-2-

I would like to ask of you the favor of verifying the factual references I have used, and of supplying any additional data you feel would improve the story (the format of the series, however, will require that the over-all length of the article stay about where it is now).

Specifically, I would like to ask if you could give me a brief quote to amplify the one which now concludes the article --- a comment, perhaps, on the essential characteristics of the Bureau as you have come to know them through the years, and their significance for the future of the Bureau and the nation it serves.

COUNTRY BEAUTIFUL would also like a picture to play on the facing page opposite the article, and they would prefer a desk or "action" pose to the conventional head-shot. Could you oblige? There is, as always, some pressure of time on this, since the magazine is about to begin work on the March issue in which I gather it would probably appear.

Thank you for whatever cooperation you can extend --- and congratulations in advance on next April 2.

Best regards,

  
Robert J. Riordan

2 enc

add one HOOVER -- AND TOLSON

Now 63, Tolson was born near Laredo, Mo., studied at the Cedar Rapids, Ia., Business College, and came to Washington when he was 18 to work as a clerk in the War Department. His skill in drafting letters impressed Secretary Newton D. Baker, and he became confidential secretary to the Secretary of War from 1919<sup>1920</sup> to 1928, serving Baker, John W. Weeks, and Dwight F. Davis. Meanwhile, in the tradition of Hoover and many another top man in the FBI, Tolson attended night classes at George Washington University to get his B.A. degree in 1925, and his law degree in 1927. \*

He caught Hoover's attention on his very first overture to the FBI. With candor that is characteristic, he explained on his application that he wanted to work for the FBI a while to accumulate some cash and experience so he could go back to Cedar Rapids and practice law. Struck by this blunt honesty, Hoover said, "Hire him," and made him an assistant director <sup>three</sup> ~~two~~ years later. Tolson moved up to assistant to the director in 1936, and in 1947 assumed the post of associate director which Hoover created for him. \*

His career has covered the whole spectrum of Bureau activities. When Hoover went to New Orleans in 1936 to take personal charge of the arrest of Alvin Karpis, Public Enemy No. 1 of the day, Tolson was at Hoover's side with a covering gun, and this same team led the arrests of such mobsters as Harry Campbell, John Seadlund and Harry Brunette. Tolson was on hand also for the apprehension of Roger Touhy and Basil Banghart in Chicago in 1942.

But despite his familiarity with the field, Tolson has made his major contribution as Hoover's "strong right arm" in administration and finance. He has traditionally presided over the daily conference of top echelon FBI executives, screening the Bureau's activities and deciding which matters should be brought to Hoover's attention.

more

HOOVER --- AND TOLSON

The "We" of the FBI

A new class of special agents in training for the Federal Bureau of Investigation is confronted with a staggering array of information -- from the elements of the Migratory Bird Act to the approved bed-making method required at the FBI Academy in Quantico. But one of the first things they are told to remember, perhaps before noon of their first day, is a quote from Director John Edgar Hoover:

"The FBI is a 'We' -- not an 'I' -- organization."

There may be some tendency at the outset to file this away as one of those nice things people like to say about their organizations. But very shortly, a new special agent begins to appreciate that this sentiment is behind the efficiency and esprit de corps of a brand of teamwork rarely matched anywhere else in private or public life. And a little later, he realizes that the "We" idea goes all the way to the top. He realizes this when he learns some of the background and significance of Associate Director Clyde Anderson Tolson.

The significance of Clyde Tolson and his position is that John Edgar Hoover long ago built into the FBI an "alternate part" even for himself --- and Clyde Tolson is it.

Tolson celebrates his 35th anniversary in the FBI on April 2 (1963), and for most of his Bureau years he has been Hoover's alter ego, closest personal friend, and the closest thing to a co-director the Bureau has ever had.

Yet few people outside the FBI, the Justice Department, and the Congress of the United States are aware of Clyde Tolson -- mainly because his passion for anonymity has kept it that way.

ORIGINAL RETURNED TO SENDER  
more

add two HOOVER -- AND TOLSON

He is the architect of the Bureau's budget --- always a masterpiece of self-imposed economy and restraint. It has been known to worry Congressmen who fear the Bureau is not asking for enough money, and its reception on Capitol Hill has been known to plunge other federal agencies into paroxysms of envy.

Tolson's closeness to Hoover extends even to some physical characteristics. Both men have stocky medium builds, and the light-footed, quick-moving style of former athletes. Both are precise in speech and manner; both demonstrate their passion for neatness and abhorrence for sloppiness in their orderly desks and dress. There are even some who say Tolson's half-smile resembles Hoover's.

Both are bachelors, and usually eat dinner together after work -- to talk shop about the FBI, which is reputedly Tolson's after-hours hobby. Whatever his hobby may be, there is no doubt about Tolson's vocation. When asked a few years ago where he planned to "go from here," Tolson replied:

"Nowhere, I hope. I like my work. The satisfaction that comes with doing my job is enough for me. I have no other ambition in life."

##





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

Post Office Box 663  
Milwaukee, Wisconsin  
November 19, 1962

In Reply, Please Refer to  
File No.

Mr. Tolson	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. Casper	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. DeLoach	_____
Mr. Evans	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

Mr. Clyde A. Tolson  
Associate Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Tolson:

I am enclosing a personal letter to you, an article entitled "Hoover --- and Tolson, The 'We' of the FBI" and a copy of the November issue of the "Country Beautiful" magazine furnished to me by Mr. Robert J. Riordan at lunch today.

Bob Riordan and the writer were in the same new agents training class in August, 1943. He resigned in 1945 to re-enter the newspaper business and has served on the Milwaukee Sentinel staff as a feature writer and is now in free lance writing. He has been a good friend of the Bureau since his resignation and has written articles for "The Wisconsin Sheriff and Deputy Sheriffs" magazine here concerning the FBI. While on the Sentinel staff he wrote favorable articles concerning the Bureau for which the Sentinel received cordial letters from the Director.

The indices of the Milwaukee Office were searched concerning the "Country Beautiful" and staff of this magazine and no derogatory information was found. I intend to submit Riordan as an SAC contact as I feel he can, on a continuing basis, be helpful in promoting complimentary articles concerning the FBI and used by the Bureau in this manner.

I have read the proposed article concerning your Bureau career and recommend that favorable consideration be given to publishing it. Since Riordan has until about November 30, 1962 for submission to the magazine I would appreciate it, if you approve, if you would furnish me with your views and any other information or editing which you may desire so that I might personally handle it with him.

Enclosures-3

REMOVED BY SRD

DEC 10 1962

Let to Mr. Robert J. Riordan  
11-30-62

I have written Mr. Hoover a note containing the best wishes of the Milwaukee employees for his complete recovery from surgery. I sincerely hope that this letter finds you in good health and enjoying life.

Sincerely yours,

*Paul H. Stoddard*

Paul H. Stoddard  
Special Agent in Charge

November 27, 1962

Mr. Paul H. Stoddard  
Federal Bureau of Investigation  
Milwaukee 2, Wisconsin

Dear Mr. Stoddard:

Thank you for your letter of November 19th,  
with enclosures.

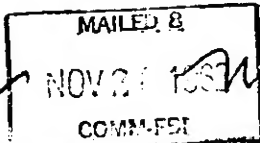
You may advise Mr. Riordan that I have no  
objection to the article which he has prepared for "Country  
Beautiful." Minor changes have been noted on the second page  
of the manuscript which is being returned. Also enclosed is  
the only available photograph of myself.

In accordance with Mr. Riordan's request for a  
brief quotation, you may wish to pass along the following com-  
ment to him:

The FBI has always been for me the  
highest symbol of fidelity, bravery and integrity.  
I consider it a great privilege to be associated  
with Mr. Hoover and the men and women in the  
FBI who have so unselfishly given their services  
in helping to safeguard law and order in our Nation.

Sincerely yours,

Clyde Tolson



Enclosures (2)

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

NOTE: See Jones to DeLoach Memo dated 11-26-62 captioned  
"Article on Mr. Tolson by Former Special Agent Robert J. Riordan."

JVA:kmd  
(6)

MAIL ROOM ☐ TELETYPE UNIT ☐

DEC 10 1962

November 30, 1962

Mr. Robert J. Riordan  
2534 North 67th Street  
Wauwatosa 13, Wisconsin

Dear Mr. Riordan:

Mr. Paul Stoddard, of our Milwaukee Office, has advised me of your requests in connection with your article for "Country Beautiful."

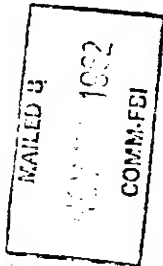
I want to take this opportunity to express my personal gratitude for your very kind comments on my career with the FBI and to let you know that it was a pleasure to cooperate with you on this occasion.

As a token of appreciation for your interest in the Bureau's work, I am forwarding, under separate cover, a copy of Mr. Hoover's new book, "A Study of Communism," which he has autographed for you.

Sincerely yours,

*Clyde Tolson*

Clyde Tolson



- 1 - SAC, Milwaukee
- 1 - Mr. Jones (Rewrite)

REC-137 5 9524-394 67

NOTE: See letter of 11/19/62 from SAC, Milwaukee enclosing letter from Riordan to Mr. Tolson regarding an article which he (Riordan) has prepared on Mr. Tolson's FBI career. By letter of 11/27/62 to SAC, Milwaukee appropriate data was furnished him. Mr. Tolson has requested that a note to Riordan over his signature be prepared and that a book be prepared for autographing by the Director. Riordan being added to Special Mailing List.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

CT:DSS

MAIL ROOM ☐ TELETYPE UNIT ☐

1962 13 1962

UNITED STATES GOVERNMENT

## Memorandum

TO : Mr. DeLoach

DATE: 11-26-62

FROM : M. A. Jones

SUBJECT: ARTICLE ON MR. TOLSON  
BY FORMER SPECIAL AGENT  
ROBERT J. RIORDAN

Tolson	✓
Belmont	
Mohr	
Casper	
Callahan	
Conrad	
DeLoach	✓
Evans	
Gale	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
Holmes	
Gandy	

Reference is made to letter of 11-19-62 to Mr. Tolson from SAC, Milwaukee enclosing a letter from former Special Agent Riordan, along with Riordan's article on Mr. Tolson and a copy of the magazine "Country Beautiful." Riordan's letter indicates that he has prepared this article for possible inclusion in the March, 1963, issue of "Country Beautiful" which is planning a series of profiles on individuals who have made significant contributions in their fields, but have never been in the limelight. Riordan asks that Mr. Tolson check the article for accuracy, furnish him a photograph (preferably a desk or "action" pose), and also give him a brief quotation on the significance of the FBI. The material used in his article is based on data in "Who's Who," and articles appearing in "Nation's Business" and "Look" magazine in 1954, and deals with Mr. Tolson's career in the Bureau.

SAC, Milwaukee recommends that favorable consideration be given to Riordan's request and that he be furnished Mr. Tolson's views so that he might personally handle it with Riordan. He indicates that Riordan has until about 11-30-62 to submit article to the publication.

Bufiles reflect that Riordan is a former Special Agent, EOD 8-16-43, who voluntarily resigned 10-5-45 to return to his former job. We have had favorable relations with him since that time, and in April, 1958, the Director thanked him for an article he prepared on FBI police training for the Milwaukee Sentinel. We have had limited but cordial contact with "Country Beautiful."

A review of the article reflects that it is very favorable and is accurate except for minor discrepancies in dates on page 2 which have been corrected.

It is felt that Mr. Tolson may wish to advise SAC, Milwaukee that he has no objection to the article, and furnish him a photograph and a brief quotation to in turn be made available to Riordan.

RECOMMENDATION:

DEC 10 1962

That the attached letter over Mr. Tolson's signature be sent to

SAC, Milwaukee.

Enclosure

JVA:smg

(3)

REC-137

9524-393

9 DEC 28 1962

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GAL

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8/jva

(Mount Clipping in Space Below)

He's a Former Cedar Rapids Resident

## No Spotlight for FBI's

No. 2 Man;  
Clyde Tolson Wants  
It That WayBy Dorothy Williams  
Gazette Washington Correspondent

WASHINGTON — Ask anyone who is second in command of the Federal Bureau of Investigation and chances are you'll draw a blank.

Few can snap back with the right answer — Clyde Anderson Tolson, Missouri native and onetime resident of Cedar Rapids.

FBI Director J. Edgar Hoover has earned a world-wide recognition that rivals that of his unique organization. But the spotlight of renown has virtually ignored Tolson — the man Hoover calls his "strong right arm" and who since 1947 has borne the title of associate director of the FBI.

That Tolson is a comparative unknown to the general public is no accident. This quiet, shy, but quick-to-smile bachelor works hard at preserving his anonymity.

It is an interesting paradox that Tolson has accomplished this by the very means that brought fame to his boss. He has done it by directing attention from himself to the bureau he has had such a significant hand in shaping

The FBI is Tolson's life, just as it is Hoover's, and if, any one or any two men can be the FBI, they are Hoover and Tolson.

But, since the public tends to think of an organization in terms of the man who heads it, Hoover is the one who eclipses Tolson and all others as the personification of the great federal investigative agency.

And that's just the way the dark-eyed and dapper Tolson wants it.

Alike

Tolson's limitless respect for Hoover speaks out in everything he does—in the way he speaks of "the director," in the way he calls attention to the accomplishments of the FBI chief and in his sometimes startling resemblance to Hoover in manner and appearance.

Not that Tolson is just an imitator or echo of Hoover. Those who work with him say he has his own views and states them with conviction.

Rather it is a case of being so much like Hoover in so many basic respects that their views inevitably are often the same.

For those looking for psychological explanations it could be that here is proof of the contention that the employer hires in his own image. Consciously or not, when Hoover hired Tolson on April 2, 1928, and less than two years later brought him to headquarters to be chief clerk, the FBI director was singling out a young man who was cast very much to his own mold.

It was that instruction of Hoover's to "hire him — he'll make a good FBI man" that diverted Tolson from his earlier ambition to return to Cedar Rapids and practice law.

Born May 22, 1900, near

Mr. Tolson \_\_\_\_\_  
Mr. Belmont \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Callahan \_\_\_\_\_  
Mr. Conrad \_\_\_\_\_  
Mr. DeLoach \_\_\_\_\_  
Mr. Evans \_\_\_\_\_  
Mr. Malone \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Sullivan \_\_\_\_\_  
Mr. Tavel \_\_\_\_\_  
Mr. Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Miss Holmes \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

(Indicate page, name of newspaper, city and state.)

Page 8-A

CEDAR RAPIDS GAZETTE  
CEDAR RAPIDS, IOWA

Date: 9-9-62

Edition:

Author: DOROTHY WILLIAMS

Editor: HARRY E. BOYD

Title:

Character:

or

Classification:

Submitting Office: OMAHA

2613 33-115

(77)

23

Laredo, Mo., the son of James William and Joaquin Miller Tolson, Clyde Tolson grew up in that area. His parents came from families with deep roots in the area and Tolson was once told he was related to every third person in Missouri.

#### Moved to C.R.

About the time he completed high school his family moved to Cedar Rapids. He moved with them and attended the Cedar Rapids Business College for a year.

With this background he came to the nation's capital to complete his education at George Washington university. To earn money for more schooling he got a job as a clerk in the war department and soon was handling routine correspondence for Secretary of War Newton D. Baker.

The cabinet member was so impressed with some of the letters turned out by his 18-year-old clerk that he made him confidential secretary — a post Tolson held for eight years serving Baker's successors, John W. Weeks of Massachusetts and Dwight F. Davis of Missouri.

All this time Tolson was attending night classes at George Washington university, earning his bachelor of arts degree in 1925 and his law degree two years later.

#### Goal: Back to C.R.

The practice of law in Cedar Rapids was his goal when he turned to the FBI, thinking to work there for two years or so to gain experience and save some needed money. Tolson, with characteristic frankness, set forth his objectives on his FBI job application form. This jolted the personnel office, accustomed as it was to applicants who said they planned to make the FBI their careers.

But that same outspoken quality appealed to Hoover

and caused him to hire Tolson at \$900 annually and to predict "he'll make a good FBI man."

Hoover's prediction has been proved true so many times that when there's considered speculation on a successor to the 67-year-old FBI director Tolson comes to mind. Should the attorney general who chooses the director decide to promote a career G-man, Tolson would be the logical choice for the \$22,000-a-year post.

Like Hoover, Tolson, who earns \$20,000 annually is eligible for retirement.

"I could retire at 80% of my salary, but what would I do?" Tolson asks with a smile.

Fishing might be enjoyable for a time. He finds relaxation, too, in a baseball game or a prize fight—sporting events he occasionally takes in with his boss. Like the FBI director, Tolson also gets a bang out of a good horse race and he says with amusement that he's had "several horses named after me."

But Tolson definitely creates the impression that these diversions are of little consequence to a man who has found his life's work so completely rewarding.

There's a distinct note of pleasure in his voice when he asserts the FBI gets ever busier.

"Every session of congress gives us new work," he explains. Transporting of stolen cattle over a state line, for instance, has become an offense now within the FBI's jurisdiction. Another case in point is recent legislation to make federal criminal law apply in cases of certain events occurring on board aircraft in air commerce such as hijacking of the aircraft.

"There are now about 160 types of federal crimes over which we have jurisdiction."

#### Handles Budget

To carry out this work and the other tasks it is assigned, the FBI this year is requesting \$130,700,000—an increase of \$3,484,000 over the appropriation for the previous year. The wanted funds, according to Hoover's testimony before senate and house committees, will provide for 13,797 full-year employees.

As the man who does most of the day-to-day running of the FBI, Tolson is the one who handles the budget.

He speaks with frank pride when he points out "there never has been an allegation that one cent of our money ever has been misused."

"For every \$1 we spend," he likes to emphasize, "we get back \$1.37." This return to the government comes in the form of the bonds, jewelry, automobiles and such recovered as a result of the bureau's work.

Tolson says he tries "to avoid strictly personnel work." But he keeps an eye on this phase of the bureau's operation all the same. He notes, too, that Hoover "never declines to see any employee of the bureau" who



wishes to talk with him. Tolson's satisfaction in the agency's comparatively low personnel turnover is the same as that expressed by Hoover to congressional committees.

"During December, 1961," Hoover said, "the turnover rate of our special agent staff was three-tenths of 1%. For the bureau as a whole during the same month it averaged 1.7%. The latest available monthly turnover rate for government employees as a whole was reported to be 2%, and in manufacturing industries to be 1.1%," he added.

Seated a few feet from Hoover as he testified was Tolson, there to answer any questions which might be referred to him by the director.

In their presentation to congress of an account of their agency's work and its needs they appeared together just as they have in so many occasions of significance to the bureau through many years.

#### The Old Days

Back in the gang-busting days when top FBI men frequently led their agents in the field, Tolson was usually at Hoover's side. It was Tolson, for example, who covered Alvin Karpis with a gun when Hoover personally arrested the kidnaper in New Orleans.

A skilled marksman in the best G-man tradition, Tolson was in the midst of the gunfight which led to the arrest of "Public Enemy" Harry Brunette, kidnaper and bank robber in New York City, and it was he who marched the desperado off to FBI headquarters in New York.

The kidnap-murder of Charles S. Ross, Chicago postcard manufacturer, the "Skeeggie Cash" kidnaping in Florida, the capture of Roger Touhy and his kidnaping gang — all of these are cases in which the gentle appearing Tolson played roles that would pale most thrillers.

But there's been less of that type of activity in recent years.

"I haven't been out too much lately," is the way Tolson puts it.

Both Hoover and Tolson are bucking the trend toward ever bigger government so far as the FBI is concerned, apparently because they feel bigness can rob the bureau of effectiveness.

"We try to resist our organization getting larger," Tolson says.

But this doesn't mean Tolson has any aversion to the federal government as a career. On the contrary, he interjected some comments in praise of a government career.

He volunteered, too, some advice for the young.

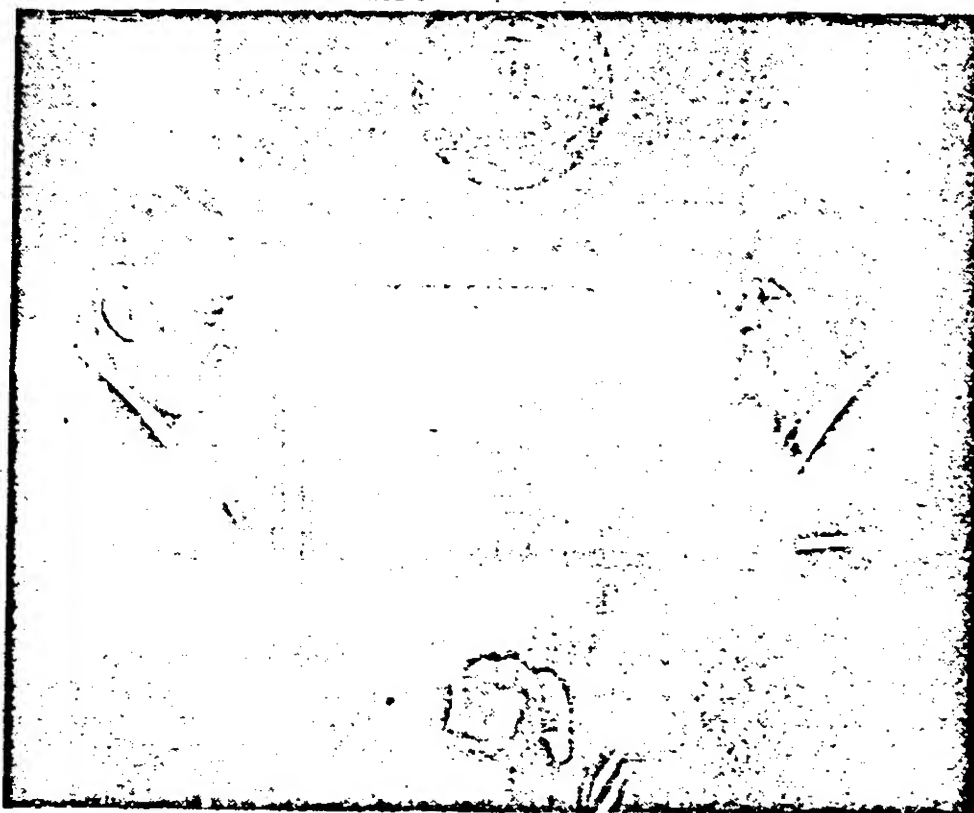
"Boys and girls should study typing and at least one foreign language, preferably Spanish, because it's the language of most of Latin and South America—the countries closest to us," he said. The typing, he explained, enables the young man or woman to get a job anywhere.

but it is obvious he thinks the best job possible would be with the FBI.



**HOOVER'S "STRONG RIGHT ARM"** — Associate Director Clyde A. Tolson (left) has been at the side of FBI Boss J. Edgar Hoover for a long time. In this 1945 photo, Tolson and Hoover are pictured in Washington while working on a Nazi saboteur case.





**MISSED HIS GOAL**—Clyde A. Tolson wanted to practice law in Cedar Rapids but wound up going to work with the Federal Bureau of Investigation and staying on to become second in command to Director J. Edgar Hoover. Here, in a 1956 photo, Hoover (right) presented an outstanding performance award to Associate Director Tolson.

(Mount clipping in space below)

# 'Right Arm' to FBI Head

## Clyde Tolson, North Missouri Native, Serves as Top Assistant to J. Edgar Hoover

By DOROTHY WILLIAMS

(News-Press Washington Correspondent)

WASHINGTON — Ask anyone who is second in command of the Federal Bureau of Investigation and chances are you'll draw a blank.



Dorothy Williams

Few can snap back with the right answer—Clyde Anderson Tolson, a native of Northern Missouri.

FBI Director J. Edgar Hoover has earned a worldwide recognition that rivals that of his unique organization. But the spotlight of renown has virtually ignored Tolson—the man Hoover calls his "strong right arm" and who since 1947 has borne the title of associate director of the FBI.

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### FBI His Life

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### Even Looks Like Hoover

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Rather it is a case of being so much like Hoover in so many basic respects that their views inevitably are often the same.

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It was that instruction of Hoover's to "hire him—he'll make a good FBI man" that diverted Tolson from his earlier ambition to return to Cedar Rapids, Iowa, and practice law.

### Native of Laredo

Born May 22, 1900, near Laredo Mo., the son of James William and Joaquin Miller Tolson, Clyde Tolson grew up in that area. His parents came from families with deep roots in the area and Tolson was once told he was related to every third person in Missouri.

About the time he completed high school his family moved to Cedar Rapids. He moved with them and attended the Cedar Rapids Business College for a year.

(Indicate page, name of newspaper, city and state)

Page 10A

N ws-Press

St. Joseph, Missouri

Date: 9-9-62

Edition: All

Author: Dorothy Williams

Editor: Arthur V. Burrowes

Title:

Character:

or

Classification:

Submitting Office:  
Kansas City

PEPS REC. UNIT

With this background he came to the nation's capital to complete his education at George Washington University. To earn money for more schooling, he got a job as a clerk in the war department and soon was handling routine correspondence for then Secretary of War Newton D. Baker.

The cabinet member was so impressed with some of the letters turned out by his 18-year-old clerk that he made him his confidential secretary—a post Tolson held for eight years serving Baker's successors, John W. Weeks of Massachusetts and Dwight F. Davis of Missouri.

#### Went to Night School

All this time Tolson was attending night classes at George Washington University, earning his bachelor of arts degree in 1925 and his law degree two years later.

The practice of law in Cedar Rapids was his goal when he turned to the FBI, thinking to work there for two years or so to gain experience and save some needed money. Tolson, with characteristic frankness, set forth his objectives on his FBI job application form. This jolted the personnel office, accustomed as it was to applicants who said they planned to make the FBI their careers.

But that same outspoken quality

appealed to Hoover and caused him to hire Tolson at \$900 annually and to predict "he'll make a good FBI man."

Hoover's prediction has been proved true so many times that when there's considered speculation on a successor to the 67-year-old FBI director Tolson comes to mind. Should the attorney general who chooses the director decide to promote a career G-man, Tolson would be the logical choice for the \$22,000-a-year post.

#### Could Retire Now

Like Hoover, Tolson who earns \$20,000 annually is eligible for retirement.

"I could retire at 80 per cent of my salary, but what would I do?" Tolson asks with a smile.

Fishing might be enjoyable for a time. He finds relaxation, too, in a baseball game or a prize fight—events he occasionally takes in with his boss. Like the FBI director, Tolson also gets a hang out of a good horse race and he says with amusement that he's had "several horses named after me."

But Tolson definitely creates the impression that these diversions are of little consequence to a man who has found his life's work so completely rewarding.

There's a distinct note of pleasure in his voice when he asserts the FBI gets ever busier.

"Every session of Congress gives us new work," he explains. Transporting of stolen cattle over a state line, for instance, has become an offense now within the FBI's jurisdiction. Another case in point is recent legislation to make federal criminal law apply in cases of certain events occurring on board aircraft in air commerce, such as hijacking of the aircraft.

#### 160 Types to Watch

"There are now about 160 types of federal crimes over which we have jurisdiction.

To carry out this work and the other tasks it is assigned the FBI this year is requesting \$130,700,000—an increase of \$3,484,000 over the appropriation for the previous year. The requested funds, according to Hoover's testimony before Senate and House committees, will provide for 13,797 full-year employees.

As the man who does most of the day-to-day running of the FBI, Tolson is the one who handles the budget.

He speaks with frank pride when he points out "there never has been an allegation that one cent of our money ever has been misused."

"For every \$1 we spend," he likes to emphasize, "we get back \$1.37." This return to the government comes in the form of the brands, jewelry, automobiles and such recovered as a result of the

#### Hoover Keenly Available

Tolson says he tries "to avoid strictly personnel work." But he keeps an eye on this phase of the bureau's operation all the same. He notes that Hoover "never declines to see any employee of the bureau" who wished to talk with him. Tolson's satisfaction in the agency's comparatively low personnel turnover is the same as that expressed by Hoover to congressional committees.

"During December, 1961," Hoover said, "the turnover rate of our special agent staff was three-tenths of 1 per cent. For the bureau as a whole during the same month it averaged 1.7 per cent. The latest available monthly turnover rate for government employees as a whole was reported to be 2 per cent, and in manufacturing industries to be 4.1 per cent," he added.

Seated a few feet from Hoover as he testified was Tolson, ready to try to answer any questions which might be referred to him by the director.

In their presentation to Congress of an account of their agency's work and its needs they appeared together just as they have in so many occasions of significance to the bureau through many years.

#### Recall Gang Hunting

Back in the gang-busting days when top FBI men frequently led their agents in the field, Tolson was usually at Hoover's side. It was Tolson, for example, who covered Alvin Karpis with a gun when Hoover personally arrested the kidnaper in New Orleans.

A skilled marksman in the best G-man tradition, Tolson was in the midst of the gunfight which led to the arrest of "Public Enemy" Harry Brunette, kidnaper and bank robber in New York city, and it was he who marched the desperado off to the FBI headquarters in New York.

#### Advice to the Young

The kidnap-murder of Charles S. Ross, Chicago, post card manufacturer, the "Skee gee Cash" kidnaping in Florida, the capture of Rodger Tuohy and his kidnaping gang—all of these are cases in which the gentle appearing

Tolson played roles that would pale most thrillers.

But there's been less of that

type of activity in recent years.

"I haven't been out too much lately," Tolson says.

Both Hoover and Tolson are bucking the trend toward ever bigger government so far as the FBI is concerned, apparently because they feel bigness can rob the bureau of effectiveness.

"We try to resist our organization getting larger," Tolson explains.

But this doesn't mean Tolson has any aversion to the federal government as a career. On the contrary, he interjected some comments in praise of a government career.

He volunteered, too, some advice for the young.

"Boys and girls should study typing and at least one foreign language, preferably Spanish because it's the language of most of

Latin and South America—the countries closest to us," he said. Typing, he explained, enables the young man or woman to get a job anywhere.



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

**In Reply, Please Refer to  
File No.**

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

**CLYDE A. TOLSON**

RE: SA \_\_\_\_\_  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name (primary beneficiary)	Relationship	Date
<b>ESTATE</b>		<b>9/5/62</b>

Address \_\_\_\_\_

Name (contingent beneficiary, if desired)	Relationship	Date

Address \_\_\_\_\_

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary)	Relationship	Date
<b>ESTATE</b>		<b>9/5/62</b>

Address \_\_\_\_\_

Name (contingent beneficiary, if desired)	Relationship	Date

Address \_\_\_\_\_

Very truly yours,

*Clyde A. Tolson*  
Special Agent

3-461

UNITED STATES GOVERNMENT

## Memorandum

TO : Mr. Callahan

DATE: 7-23-62

FROM : C. R. Davidson

SUBJECT: PRESIDENT'S AWARD FOR DISTINGUISHED  
FEDERAL CIVILIAN SERVICE

Tolson  
Belmont  
Mohr  
Casper  
Callahan  
Conrad  
DeLoach  
Evans  
Malone  
Rosen  
Sullivan  
Tavel  
Trotter  
Tele. Room  
Holmes  
Gandy

In connection with a United Press International release from Hyannis Port, Massachusetts, that the President had chosen 5 career officials to receive the highest award to Federal employees, the Director noted, "Let me know how one is suggested for consideration."

The President's Award for Distinguished Federal Civilian Service represents the highest honor available to civilian career employees of the Federal Government. It was established by Executive Order 10717 in 1957 and is awarded to not more than 5 persons each year. You will recall that the Director was one of the first recipients and the award was presented to him and 4 other Government officials by President Eisenhower on 1-16-58. The award consists of a medal and special citation.

Nominations for this award are invited from the heads of departments and agencies for exceptional achievements of employees of their own agencies or employees of another agency where they have knowledge of such achievements. These achievements shall exemplify imagination in developing creative solutions to problems in Government; courage in persevering against great odds and difficulties; high ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or long and distinguished career service. The importance of the achievements to the Government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed. Federal employees serving by Presidential appointments in non-career positions are not eligible for this award.

REC-144

5-9524-392

On an annual basis since 1958 we have received a circular from the Department attaching instructions for submitting nominations which would have to be returned to the Department for the personal recommendation of the Attorney General. The last such circular was received on 12-29-61 and by memorandum 1-9-62 it was recommended and approved that the Bureau not submit any nominations for the award at that time. No Bureau personnel have been nominated since the Director received the first award in 1958.

RECOMMENDATION:

None. For information.

RRB:crt  
(4)

1 - Mr. Mohr

JUL 31 1962

23

I want Tolson to  
be nominated  
Ew when we are next  
7/23 circularized.

Tolson ☒  
 Belmont ☒  
 Mohr ☒  
 Callahan ☒  
 Conrad ☒  
 DeLoach ☒  
 Evans ☐  
 Malone ☐  
 Rosen ☐  
 Sullivan ☐  
 Tavel ☐  
 Trotter ☐  
 Tele. Room ☐  
 Holmes ☐  
 Gandy ☐

*RPB Beane*

*Clyde Tolson*

UPI-102

(RELEASE AT 6:30 P.M. EDT)

(AWARDS)

HAYANNIS PORT, MASS.--PRESIDENT KENNEDY TODAY CHOSE FIVE CAREER OFFICIALS INCLUDING LLEWELLYN E. THOMPSON JR., U.S. AMBASSADOR TO THE SOVIET UNION, TO RECEIVE THE GOVERNMENT'S HIGHEST AWARD TO FEDERAL EMPLOYEES.

ROBERT R. GILRUTH, DIRECTOR OF THE CIVILIAN SPACE AGENCY'S PROJECT MERCURY WHICH SENT AMERICAN ASTRONAUTS INTO MANNED ORBITS, ALSO WAS AMONG THOSE SELECTED BY KENNEDY FOR THE 1962 PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE.

KENNEDY PLANS TO PRESENT THE GOLD MEDAL AWARDS AND CITATIONS AT A WHITE HOUSE CEREMONY SOON TO THOMPSON, GILRUTH AND THESE OTHER THREE OFFICIALS;

J. STANLEY BAUGHMAN, PRESIDENT OF THE FEDERAL NATIONAL MORTGAGE ASSOCIATION; DR. DONALD E. GREGG, CHIEF, DEPARTMENT OF CARDIO-RESPIRATORY DISEASES, WALTER REED ARMY INSTITUTE OF RESEARCH, AND WALDO K. LYCN, HEAD OF THE SUBMARINE AND ARCTIC RESEARCH BRANCH, NAVY ELECTRONICS LABORATORY.

THE AWARD, ESTABLISHED IN 1957, WAS DESCRIBED BY THE WHITE HOUSE AS STANDING "AT THE PINNACLE OF THE GOVERNMENT'S SYTEM OF GRANTING AWARDS TO EMPLOYEES FOR ACHIEVEMENTS SIGNIFICANTLY ABOVE AND BEYOND THE REQUIREMENTS OF THEIR JOBS. IN THEIR RESPECTIVE FIELDS, EACH OF THESE MEN HAS MADE EXCEPTIONAL CONTRIBUTIONS TO THE CURRENT PUBLIC GOOD AND TO THE NATIONAL INTEREST," KENNEDY SAID IN A MEMORANDUM INFORMING HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES OF HIS SELECTIONS.

7/21--TD257PED

*Memo Davidson  
to Callahan  
7-23-62  
RKB:GPE*

51 JUL 31 1962

WASHINGTON CAPITAL NEWS SERVICE

REC-132 5 37-9524-3917  
*Set me know  
how one is suggested  
for consideration.*



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

WASHINGTON 25, D. C.

JUL 3 1962

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA CLYDE A. TOLSON  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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Name	ESTATE	Relationship	Date
			July 3, 1962
Address			

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	ESTATE	Relationship	Date
			July 3, 1962
Address			

Very truly yours,

*Clyde A. Tolson*  
Special Agent



✓

**PERSONAL**

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REC'D-READING ROOM  
FBI  
APR 17 2 03 PM '67

It is a pleasure to advise you that your performance during the period from April 1, 1961, to March 31, 1962, has merited an Outstanding rating which has been approved by the Efficiency Awards Committee of the Department. You may retain the copy of this rating which is enclosed.

In recognition of your valued services it has also been my pleasure to approve an incentive award for you. The enclosed check for \$410.00 represents an award of \$500.00 less withholding tax. I would indeed be remiss if I did not tell you of my deep appreciation for the splendid assistance you have rendered in the handling of the ever-increasing responsibilities of the Bureau.

**Sincerely,**

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*[Handwritten signature]*

746

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